

# Getting Started Guide

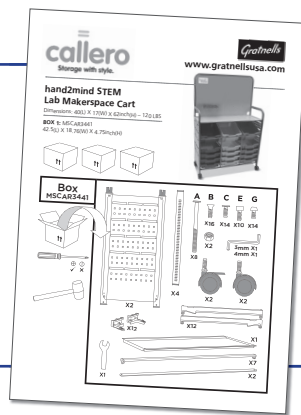
## STEM Lab Makerspace Cart

Thank you for purchasing the hand2mind STEM Lab Makerspace Cart! This short guide will help you get your new cart ready for student use quickly and easily. The first section explains how to label drawers, lock the wheels and insert the dividers once your cart is assembled. The second section walks you through how to load the cart with all the makerspace materials.

### Step 1

#### Build your cart

Refer to the hand2mind STEM Lab Makerspace Cart assembly instructions booklet included with your cart.



### Step 2

#### Lock the wheels

Lock both front wheels so that the cart doesn't accidentally roll while filling.

To lock, push the lever down with your foot



When the lever is down the wheel is in the locked position



### Step 3

#### Place the dividers in the drawers and hang the buckets

Place the dividers in the drawers according to the chart on the back side of this poster and hang the four buckets on the heavy duty hooks.



### Step 4

#### Place the labels on the drawers

The color of the gear on each label corresponds to the color of the drawer. Affix each label to the flat center panel of each drawer.

- Colored paper, craft foam, felt, tissue paper
- Building blocks
- Cardboard skewers, Wikki Stix®
- Craft items fishing line, golf tees, Velcro®
- Clothespins, pulleys, skill sticks, spools, stir sticks
- Aluminum foil, cups, plastic wrap
- Pipe cleaners, sponges
- Balls, marbles
- Assorted craft sticks
- Balloons, craft & sewing items, mirrors



- Clay, compact disks, filters, plates
- Gears, magnets, wheels
- Dowels, toothpicks, washers
- Electrical items
- Cardboard tubes

Blank labels are included for easy customization of drawer contents.

### Assembly Cart & Material Tips

- The top portion of the cart can be used as a white board and/or a magnetic board.
- The single and double hooks can be placed in a variety of places of your choice.
- The 4 colored hook magnets can be used at your discretion to hang materials of your choice.
- The copper tape is conductive and can be used for electrical activities.
- The coffee stirrers can be used as wheel axles for some of the wheels.



# Loading the drawers

Materials come prebagged by drawer. Load the drawer dividers according to the lettered drawer designations below.

Location	Item	KIT QTY
<b>Drawer A</b> No Divider	Construction Paper	100
	Craft Foam, Blue	6
	Craft Foam, Green	6
	Craft Foam, Purple	6
	Craft Foam, Red	6
	Craft Foam, White	6
	Craft Foam, Yellow	6
	Felt Cloth	12
	Tissue Paper	20
<b>Drawer B</b> No Divider	Blocks, Strictly Briks®	6 BAGS
<b>Drawer C</b> No Divider	Cardboard	40
	Skewers	100
	Wikki Stix®	336
<b>Drawer D</b> 6 Slots	Beads, Assorted	1 PKG
	Feathers	100
	share a slot Fishing Line	2 ROLLS
	Velcro	5 FT
	Golf Tees	60
	Pom Poms	100
	Wiggly Eyes	200
<b>Drawer E</b> 6 Slots	Fill 2 slots Clothespins	36
	Pulleys	12
	Skill Sticks	300
	Spools	24
	Stir Sticks (Wheel Axles)	1000
<b>Drawer F</b> No Divider	Aluminum Foil	2
	Cups, paper 3 ounce	100
	Cups, paper 10 ounce	100
	Plastic Wrap	2
<b>Drawer G</b> No Divider	Pipe Cleaners	500
	Sponges	24
<b>Drawer H</b> No Divider	Balls, 1" Foam	144
	Balls, Rubber	12
	Balls, Steel	50
	Balls, Table Tennis	24
	Marbles	50

Location	Item	KIT QTY
<b>Drawer I</b> 6 Slots	Fill 2 slots Craft Sticks, Large	200
	Fill 2 slots Craft Sticks	250
	Fill 2 slots Tongue Depressors	200
<b>Drawer J</b> 6 Slots	Balloons	50
	Corks	50
	Fill 2 slots Cotton Balls	300
	Mirrors	12
	share a slot Needles, Embroidery	25
	Thread	5 SPOOLS
<b>Drawer K</b> No Divider	Clay	10 LBS
	Coffee Filters	200
	Compact Discs	24
	Plates	180
<b>Drawer L</b> 6 Slots	Fill 2 slots Gears	12 SETS
	share a slot Magnet Tape	2 ROLLS
	Magnets, Disc	24
	Magnets, Ring	12
	Wheels, Geared	24
	Wheels, Narrow	50
	Wheels, Wood	60
<b>Drawer M</b> 6 Slots Asst.	Sandwich Picks	750
	Toothpicks	500
	Washers	100
	Wood Dowels, 12"	40
	Wood Dowels, 6"	100
	Wood Dowels, 4"	75
<b>Drawer N</b> 6 Slots	Battery Holders	18
	Buzzers	12
	Copper Wire	2 ROLLS
	LED Bulbs	1 PKG
	Motors	12
	Wire Leads	18
<b>Drawer O</b> No Divider	Cardboard Tubes	60

Location	Item	KIT QTY
Organizer	share a slot Rubber Bands, Thick	2 PKG
	Rubber Bands, Thin	2 PKG
Organizer	Binder Clips	24
Organizer	Wing Nuts	100
Organizer	Screws	100
Organizer	share a slot Nails, 2½"	50
	Nails, 3½"	25
Organizer	Lanyard Hooks	144
Organizer	share a slot Brass Fasteners, 1"	200
	Brass Fasteners, ½"	200
Organizer	Cable Ties	300
Hook	Glue Dots	1 BOX
Hook	Conductive Tape	2 ROLLS
Organizer	place in center slot Screwdriver, Phillips	1
	Screwdriver, Slotted	1
	Wire Stripper	1
	Hole Punch	1
	Pliers	1
Organizer (center) or Hook	place in center slot Tape Measure	1
	Stopwatch	1
Hook	Goggles	1
Hook	Hammer	1
Place in a Bucket	share a bucket Yarn, Blue	1
	Yarn, Red	1
	String, Cotton	2 BALLS
	String, Elastic	1 ROLL
Place in a Bucket	share a bucket Syringes, 5 mL	20
	Syringes, 10 mL	20
	Syringes, 20 mL	20
Place in a Bucket	Tubing	40 FT
	Straws	250
Use on cart	Magnetic Hooks	4
Tape Bar	Packing Tape	2 ROLLS
	Masking Tape	5 ROLLS



For more information visit: [hand2mind.com/maker](http://hand2mind.com/maker)

To order additional materials visit: [hand2mind.com/makerrefill](http://hand2mind.com/makerrefill)



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